

**Proposed Rule**  
LSA Document #13-413

DIGEST

Adds [512 IAC 5](#) to implement [IC 20-19-6.2](#), Indiana Family Friendly School Designation Program. Effective 30 days after filing with the Publisher.

[IC 4-22-2.1-5 Statement Concerning Rules Affecting Small Businesses](#)

**[512 IAC 5](#)**

SECTION 1. [512 IAC 5](#) IS ADDED TO READ AS FOLLOWS:

**ARTICLE 5. FAMILY FRIENDLY SCHOOLS PROGRAM**

**Rule 1. Applicability**

**[512 IAC 5-1-1](#) Applicability to schools**

Authority: [IC 20-19-6.2-2](#)

Affected: [IC 20-19-2-8](#); [IC 20-19-6.2](#)

**Sec. 1.** The provisions in this article apply only to schools that voluntarily participate in the program.

(Department of Education; [512 IAC 5-1-1](#))

**Rule 2. Definitions**

**[512 IAC 5-2-1](#) Definitions**

Authority: [IC 20-19-6.2-2](#)

Affected: [IC 20-18-2](#); [IC 20-19-6.2-1](#)

**Sec. 1.** The following definitions apply throughout this article:

(1) "Department" has the meaning set forth in [IC 20-18-2-3](#).

(2) "Parent" has the meaning set forth in [IC 20-18-2-13](#).

(3) "Principal" has the meaning set forth in [IC 20-18-2-14](#).

(4) "Program" refers to the Indiana family friendly school designation program, as established by [IC 20-19-6.2-1](#).

(5) "School year" has the meaning set forth in [IC 20-18-2-17](#).

(6) "State board" has the meaning set forth in [IC 20-18-2-19](#).

(7) "Teacher" has the meaning set forth in [IC 20-18-2-22](#).

(Department of Education; [512 IAC 5-2-1](#))

**Rule 3. Purpose**

**[512 IAC 5-3-1](#) Purpose**

Authority: [IC 20-19-6.2-2](#)

Affected: [IC 20-19-6.2](#)

**Sec. 1.** The purpose of the program is to focus on addressing the:

(1) academic;

- (2) physical;
- (3) emotional; and
- (4) social;

needs of students while providing the needed resources and fostering the active involvement of families through schools and the community.

(Department of Education; [512 IAC 5-3-1](#))

#### **Rule 4. Application to the Program**

##### **[512 IAC 5-4-1](#) Application process**

Authority: [IC 20-19-6.2-2](#)

Affected: [IC 20-19-6.2](#)

**Sec. 1. (a)** A school may voluntarily request from the department an assessment for the purpose of evaluating and improving parental involvement in the school.

**(b)** The principal of a school that wishes to be designated as a family friendly school shall submit to the department an application for assessment no later than August 1 of each year in order to be evaluated and receive a designation level. Applications received after this date will not be considered until the next review cycle in the subsequent school year.

**(c)** The department shall make the application form available on its website.

(Department of Education; [512 IAC 5-4-1](#))

#### **Rule 5. Evaluation and Designation of Schools**

##### **[512 IAC 5-5-1](#) Evaluation**

Authority: [IC 20-19-6.2-2](#)

Affected: [IC 20-19-6.2](#)

**Sec. 1. (a)** The department shall evaluate the parental involvement at any school that voluntarily requests and applies for an assessment. The evaluation shall be completed during the school year after the school's application is submitted.

**(b)** The department shall develop a rubric to:

- (1) evaluate parental involvement at a school; and
- (2) determine the school's designation under the program.

The rubric shall incorporate the results of surveys administered to teachers, students, and parents, and the results of at least one (1) on-site visit to the school.

**(c)** The department shall provide the evaluation results to the school within thirty (30) days of completing the evaluation.

**(d)** The department shall post the results of a school's evaluation on its website for public review within sixty (60) days of completing the evaluation.

(Department of Education; [512 IAC 5-5-1](#))

##### **[512 IAC 5-5-2](#) Designation**

Authority: [IC 20-19-6.2-2](#)

Affected: [IC 20-19-6.2](#)

**Sec. 2. (a)** The department shall designate any school that applies for an assessment and completes the evaluation process as an Indiana family friendly school.

**(b)** The department shall determine the designation level of all Indiana family friendly schools. The designation level shall be based solely upon the rubric developed under section 1 of this rule. The department shall designate a school as one (1) of the following:

- (1)** Emerging.
- (2)** Progressing.
- (3)** Excelling.

**(c)** The department shall maintain a list of the following:

- (1)** All family friendly schools.
- (2)** The school years during which each school participated in the program.
- (3)** Their designation level during those school years.

The list shall be posted on the Department's website and updated no later than August 1 of each year.

**(d)** A school's designation as a family friendly school is valid for one (1) school year.

*(Department of Education; [512 IAC 5-5-2](#))*

## **Rule 6. Annual Assessment and Reporting Requirements**

### **[512 IAC 5-6-1](#) Reporting requirements**

**Authority:** [IC 20-19-6.2-2](#)

**Affected:** [IC 20-19-6.2](#)

**Sec. 1.** No later than April 1 of each year, a school that wishes to renew its designation and participation in the program shall report the following information to the department:

- (1)** Documentation demonstrating the quality of parental involvement and implementation of the program at the school.
- (2)** Surveys of teachers, students, and parents.
- (3)** Additional evidence of effective family friendly school practices and activities.

*(Department of Education; [512 IAC 5-6-1](#))*

### **[512 IAC 5-6-2](#) Annual assessment**

**Authority:** [IC 20-19-6.2-2](#)

**Affected:** [IC 20-19-6.2](#)

**Sec. 2. (a)** The department shall conduct an annual assessment of each school's family friendly program. The assessment shall be based on the report submitted by the school under section 1 of this rule and shall determine whether a school has improved, maintained, or fallen below its designation level.

- (1)** If a school has improved its designation level, the department shall do the following:
  - (A)** Notify the school of its improvement.
  - (B)** Present the information to the state board.
  - (C)** Update the department's list of family friendly schools to reflect the improved designation level.
- (2)** If a school has maintained its designation level, the department shall do the following:
  - (A)** Notify the school of its continuing designation.
  - (B)** Present the information to the state board.
  - (C)** Provide guidance to the school on developing family engagement and parental involvement in student achievement.
- (3)** If a school has fallen below its designation level, the department shall do the following:
  - (A)** Notify the school of its drop in designation level.
  - (B)** Present the information to the state board.
  - (C)** Update the department's list of family friendly schools to reflect the drop in designation level.
  - (D)** Request that the school submit a plan to regain its designation level.

**(E) Provide guidance to the school on developing family engagement and parental involvement in student achievement.**

**(b) The department shall submit the results of the annual assessment to the state board no later than July 31 of each year.**

*(Department of Education; [512 IAC 5-6-2](#))*

### **[512 IAC 5-6-3](#) Exiting the program**

**Authority:** [IC 20-19-6.2-2](#)

**Affected:** [IC 20-19-6.2](#)

**Sec. 3. Any school that no longer wishes to participate in the program shall notify the department no later than April 1. Upon receiving notice, the department shall update the department's list of family friendly schools to reflect the school's withdrawal from the program.**

*(Department of Education; [512 IAC 5-6-3](#))*

## **Rule 7. Best Practices**

### **[512 IAC 5-7-1](#) Guidance**

**Authority:** [IC 20-19-6.2-2](#)

**Affected:** [IC 20-19-6.2](#)

**Sec. 1. The department shall make available to schools best practices in developing family engagement and parental involvement in student achievement. The best practices shall be posted on the department's website.**

*(Department of Education; [512 IAC 5-7-1](#))*

### **[Notice of Public Hearing](#)**

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